



OFFICE OF THE COMPTROLLER
FEDERAL DRAW BOOK ENTRY FORM

INSTRUCTIONS: This form is used to adjust balances in the federal payment system. Please submit the completed form and send it with supporting documentation to CTRFedGrant@mass.gov.

Department	Date	Budget Fiscal Year
Decrease Account	Increase Account	
Major Program	Major Program	
Program Code	Program Code	
Revenue Source	Revenue Source	
Federal Payment System	Federal Payment System	
Letter of Credit	Letter of Credit	
Sub Account	Sub Account	
Account Balance Before Decrease	Account Balance Before Increase	
Amount Decrease	Amount Increase	
Reason For Request		
Department Grant Liaison	Date	
Department Authorized Signatory	Date	

For Office of the Comptroller Use Only	
Office of the Comptroller Authorized Signatory	Date